



SPEEDWAY FIRE DEPARTMENT

POLICY: Job Description/Fire Inspector

TITLE: Fire Inspector Job Description

Now Accepting Resumes for Part-Time Fire Inspector

11/11/2016

The Speedway Fire Department is accepting resumes for the position of Fire Inspector. This is a part-time position working less than 30 hours each week. The Fire Inspector is responsible for inspecting commercial buildings in the Town of Speedway to ensure compliance with the Indiana Fire Code and local ordinance. The Fire Inspector, working in conjunction with the local building official, will review architectural plans and make site inspections of new construction projects for fire and life safety purposes. Persons interested in this position should send a cover letter and resume to Assistant Chief Michael Lynch at mlynch@speedwayin.gov by **Friday, December 2nd**.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs varied tasks to include fire code consultations, inspections and plan reviews. The employee is responsible for carrying out a program to ensure compliance with State fire codes and local fire prevention ordinances within the community. Work includes inspecting all Class 1 buildings within the Town of Speedway. Considerable independence and judgement are required in all aspects of the work, particularly in fire inspections. Considerable public contact requires that the employee exhibit tact and diplomacy in seeking compliance with fire codes and local ordinance. The employee is subject to hazards associated with fire inspection work including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as high heat, chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Work is performed under the general supervision of the Fire Chief and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work performed.

ESSENTIAL FUNCTIONS:

1. Inspect all commercial and public buildings for safety and code violations.
2. Perform building and site plan review for all new construction for compliance with fire codes including automatic fire suppression and detection systems; prepare written fire code requirements; conduct final occupancy inspections.
3. Consult with contractors, engineers, architects, developers, builders, property owners and other agencies regarding construction projects and activities.
4. Interpret enforcement guidelines to department personnel, citizens and professional agencies; organize and maintain records.
5. Prepare written reports on all inspections, investigations, plan reviews and system tests.

6. Responds to complaints regarding fire code violations and fire hazards. Issues warnings and citations for fire code violations.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Fire prevention equipment and operating systems.
- Policies and procedures of the Fire Department.
- Pertinent federal, state and local laws, codes and ordinances.
- Principles, practices, methods and techniques of modern fire and life safety and fire suppression.
- The geography of the city and surrounding area.
- Various building construction techniques and the consequence of each type on fire prevention activities.
- Safe work practices and procedures.
- Indiana Fire and Building Codes
- NFPA Standards adopted by the State of Indiana Fire and Building Safety Commission.

Ability to:

- Develop, direct and perform fire safety inspection for identified occupancies.
- Organize and perform building and site plan reviews.
- Code interpretation and enforcement guidelines to fire department personnel, citizens and professional agencies.
- Operate as a team member and independently.
- Tactfully respond to requests and inquiries from the general public.
- Oversee and assist in resolving a variety of situations characterized by conflict or danger.
- Operate specialized emergency communications equipment.
- Safely operate department vehicles, apparatus and other emergency equipment.
- Communicate clearly and concisely, both orally and in writing.

Additional Requirements:

- Attend regular training necessary to maintain full awareness of changes in fire code requirements.
- Some positions require the use of personal or Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

PREFERRED EXPERIENCE AND TRAINING:

- Fire Inspector I/II or equivalent
- One year of fire code enforcement experience.